



DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER SCHOOL
320 MANSCEN LOOP
FORT LEONARD WOOD, MO MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATSE-DP

07 February 07

MEMORANDUM FOR US Army Engineer School Pre-Command Course (PCC) Students

SUBJECT: Course Administrative Information

1. Welcome to Engineer Pre-Command Course 006-07. We at the Engineer School are pleased to start your command tour with an overview of Engineer and Army initiatives and a discussion of general subjects important to commanders. We will provide you with answers to questions you may have and will put you in contact with points of contact and subject matter experts at the USAES who can continue to support you after PCC.
2. To facilitate course preparation, we request the following items in sub-paragraphs a-d, be **faxed** or **emailed** to this office no later than 20 Feb 07. The information will be used to prepare instructors as well as inform the USAES Commanding General (CG) and Assistant Commandant (AC) on the background and units of assignment of each PCC student. Also, request you **please fill out "Confirm Receipt of Packet" and return to this office NLT 16 Feb 07.**
 - a. Biographical Sketch (one page summary).
 - b. Officer Record Brief (Active Duty) or 2-1 (National Guard).
 - c. Security Clearance Verification.
 - d. Student In-processing Checklist.
 - e. **Confirm Receipt of Packet.**
3. You are responsible for arranging your own travel to Fort Leonard Wood (FLW), MO. American Connection is the only airline that has service into FLW, with three commuter flights daily from St. Louis and two on the weekend. Their number is 1-800-433-7300. If you cannot get a flight from St. Louis, you will need to make arrangements for a rental car or a greyhound bus. Additionally, cabs are available on FLW for transportation. Once the PCC starts, TMP transportation will be available locally.
4. Upon arrival on **4 Mar 07**, report to the post billeting office in the Soldier Service Center (Bldg 470). Also Ft Leonard Wood has implemented Military Training Service Support (MTSS) program which means **Government meals and lodging are available**. If you have any questions about MTSS please visit the following web site:
http://www.wood.army.mil/554th/EOBC_FILES/Finance.pdf

5. In processing is Tuesday, **5 Mar 07, 0730-0900 hrs**, Clarke Community Library (Bldg 3202), room 102 (see map). Please bring the following items when you in process:

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a. One (1) copy of your TDY orders.

b. Any physical profiles.

6. The uniform for the course is Duty Uniform (BDU, DCU, ACU's). Additionally, you will need a seasonal PT uniform for PT with IET students and (if applicable) the AC. You will also need a sport coat or skirt and the **Engineer Tie/Engineer Scarf** for the Commandant's dinner.

Engineer tie/scarf' may be purchased from the Walker Museum on FLW at a cost of \$22.00 for the tie and \$35.00 for the scarf.

7. If you have soldiers attending IET/OSUT/AIT we can make arrangements for you to visit your soldier (s). All we ask, is that one-week prior to your arrival, please forward to the course manager, the name, SSN, and what training the individual (s) is attending. This will allow the course manager time to contact the Brigade/Battalion the soldier (s) is assigned to and make the necessary arrangements for your visit.

8. Also, during your two-week stay, we have made arrangements for you to have access to our main computer lab on the second floor of Lincoln Hall, Bruce C. Clarke Library. Passwords for access to these computers will be provided during in processing. There will also be computers available for your use on the 1st floor of the Library; no special password is required. While you are here we will have time for you to take Command photos.

9. You may receive telephone messages and/or faxes during your stay through the course manager, Michael Potts. Phone numbers are as follows:

a. Michael Potts, Comm: (573) 596-5632.

b. FAX Comm (573) 563-4127.

10. You may receive mail during your stay through the course by using the following address:

US Army Engineer School
ATTN: ATSE-DP (Your Name/co/PCC)
Hoge Hall, Room 336
Fort Leonard Wood, MO 65473-8929

11. You will receive a course schedule and other pertinent information in the near future. Additional information on the PCC is located on the FLW Department of Instruction homepage, at <http://www.wood.army.mil/554TH/>

12. The After Action Review (AAR) will occur on, **16 Mar 07**, in the Command Briefing Room (CBR). Attendance is mandatory; please do not plan to depart FLW prior to 1000 hrs. Previous students with earlier departure plans have had to readjust their travel arrangements.

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13. Your main point of contact is Mr. Potts, at the above listed phone number or at Michael.j.potts@wood.army.mil

14. Please contact him via phone, mail, fax or e-mail to confirm receipt of your welcome packet and to inform us of your travel arrangements.

15. PCC is our main effort during your time here and we take it very seriously. During the course if there is anything that you feel you need further training on or additional information about we will adapt to provide that. So think about what you want to learn and we will work to help achieve that learning. Again, congratulations on selection to command and we welcome you to Engineer PCC.

Train the Regiment!

4 Encls

//Original Signed//
PAUL W. KELLY
COL, EN
Director of Training and Leader Development